

	Johnson Space Center		JPR No.: 1410.2D
	Procedural		Effective Date: 07/05/2007
	Requirements		Expiration Date: 07/05/2012

Verify that this is the correct version before use

Compliance is Mandatory

JSC Directives Procedural Requirements

Responsible Office: IA/Information Resources Directorate



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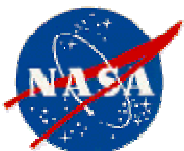
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Change Record			
Revision	Date	Originator/Phone	Description
A	9/10/01	GP2/Alice Ayala/ext. 34210	Substantive procedural changes were made to update the original edition published in July 1, 1992. This edition shall mandate organizational directives coordinators. Additionally, it provides an official documentation hierarchy.
B	8/2003	IA/Ali Montasser/ Ext. 39798	Incorporated new roles and responsibilities by the Office of the Chief Engineer and the assignment of the Office of Primary Responsibility in the directives process. Also, change in organizational title to Information Resources Directorate.
C	9/2004	IA/Ali Montasser/ Ext. 39798	Revised JPG to JPR and converted all guidance to "requirements."
D	5/16/07	IA/Pam Baker/ x31363	Substantial rewrite. Update Directives procedures and processes to comply with recently revised NPR. Update to add QMS requirements due to merger of document management processes. Changes necessary to bring SLPs and CWIs into the Directives system, including the creation of JWI type. Distributes Directives review responsibilities to ODC. Add new requirements for mid term review and waiver process.



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Preface

P.1 Purpose

a. The Johnson Space Center (JSC) Directives System is used to document Center policies, procedural requirements and detailed instructions needed to implement those policies. The Directives System is used to establish organizational functions, assign responsibilities, and delegate authority.

b. This JSC Procedural Requirements (JPR) document describes the responsibilities and requirements for creating, revising, reviewing, approving, publishing, and canceling any JSC Centerwide document.

c. All directives developed or revised after the effective date above shall comply with this JPR.

P.2 Applicability

This JPR is applicable to all organizations at JSC, including White Sands Test Facility (WSTF), Ellington Field, and the Sonny Carter Training Facility.

P.3 Authority (All document citations are assumed to be the latest version unless otherwise noted.)

NPD 1400.1, *Documentation and Promulgation of Internal NASA Requirements*

NPR 1400.1, *NASA Directives System Procedural Requirements*

JPD 1410.1, *JSC Policy Directive*

P.4 Applicable Documents (All document citations are assumed to be the latest version unless otherwise noted.)

NPD 1000.3, *The NASA Organization*

NPD 1400.1, *Documentation and Promulgation of Internal NASA Requirements*

NPR 1441.1, *NASA Records Retention Schedule*

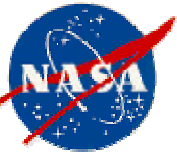
NPR 1450.10, *NASA Correspondence Management and Communications Standards and Style*

NPR 7120.5, *NASA Program and Project Management Processes and Requirements*

JPD 1410.1, *JSC Directives System*

JPR 1107.1, *The JSC Organization*

JPR 1280.2, *Quality Manual*



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JPR 1440.3, *JSC Files and Records Management Procedures*

JPR 1450.10, *JSC Supplement to NPR 1450.10, NASA Correspondence Management and Communications Standards and Style*

JPR 5335.7, *QMS Electronic Repository and Organizational Master List Procedures*

NASA-STD 8719, *Software Safety Standard*

JSC Form 1209, *Document Change Request*

JSC Form 1328B, *JSC Announcements*

JSC Form 2420A, *JPD Template Form*

JSC Form 2420B, *JPR Template Form*

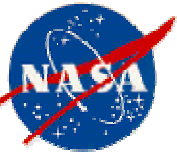
JSC Form 2420C, *JPC Template Form*

JSC Form 2420D, *JWI Template Form*

P.5 Measurement/Verification

There are three aspects related to determining Center compliance with the requirements contained within this JPR:

- a. To determine process compliance, the Center Directives Manager (CDM) monitors the processing of each Center-level directive through JSC Directives Management System (JDMS) and the subsequent signature process to ensure that all process steps and requirements have been completed correctly by all of the process participants.
- b. To determine content compliance, the CDM reviews the format of each Center-level directive during the JDMS review and verifies that the content requirements have been met.
- c. To determine the CDMs compliance with the requirements contained in this JPR, internal and external auditors are responsible for verifying JSCs requirements and processes and evaluating the CDMs performance against the requirements contained within this JPR.



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P.6 Rescission/Cancellation

JPR 1410.2C, *JSC Directives System Procedures and Guidelines*, dated September 9, 2004.

SLP 4.5-3, *Preparation of Common Work Instructions*, dated August 8, 1998

Original Signed by:

Larry N. Sweet
Director, Information Resources

Distribution: All Directives are available in JDMS

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Chapter 1 JSC Directives

1.1 JSC Directives System Overview

JSC Directives are used to document JSC policy and includes all Centerwide implementing procedural requirements, work instructions, charters and announcements. All directives shall fulfill the Agency's mission and policies. JSC directives shall:

- 1.1.1 Establish policies, requirements, procedures, work instructions and organizations.
- 1.1.2 Define purpose.
- 1.1.3 Grant authority to accomplish a task.
- 1.1.4 Assign responsibilities.

1.2 JSC Directives Overall Requirements

JSC employees shall develop, revise, revalidate, coordinate, approve and disseminate directives in accordance with this JPR. The requirements contained in this JPR are designed to ensure that JSC directives:

- 1.2.1 Are necessary for the fulfillment of JSC's mission within legal and policy requirements.
- 1.2.2 Are reviewed by all affected or interested parties in draft form before issuance to reduce the potential for unintended technical, financial, or legal risks.
- 1.2.3 Are available, and easily accessible or retrievable, by all affected or interested parties.
- 1.2.4 Are kept current to ensure effective accomplishment of JSC's mission.

1.3 General Provisions Governing JSC Directives

1.3.1 JSC directives are applicable to JSC employees. JSC directives apply to contractors or grant recipients only to the extent specified or referenced in the appropriate contracts, grants, or agreements.

1.3.2 Approved JSC directives are effective for a maximum of 5 years. The Office of Primary Responsibility (OPR) shall revalidate, revise or cancel its directives at a frequency not to exceed 5 years.

1.3.3. The OPR shall establish and conduct a mid-term directive review no later than 3 years after the effective date to ensure currency, applicability, and accuracy.



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1.3.4 Mid-term reviews shall be documented. The result of the mid-term review will be one of the following: administrative change, revision, or no action (if no changes are required).

1.3.5 Anyone may request a change to the content of the directives for applicability, accuracy, and continuing need at any time during those 5 years.

1.3.6 All persons shall verify that they have the current version prior to use. If outdated hard copies are retained for legal or knowledge preservation purposes, ensure that they are suitably identified.

1.3.7 Electronic versions made available or linked through the [JDMS](http://server-mpo.arc.nasa.gov/Services/CDMSDocs/Centers/JSC/Home.tml) (see web address below) electronic repository are the official controlled versions. Copies downloaded or printed from these versions are considered uncontrolled and shall bear the notice "Verify correct version before use at <http://server-mpo.arc.nasa.gov/Services/CDMSDocs/Centers/JSC/Home.tml>."

1.3.8 Contingency Plan for Electronic System Malfunction. If an electronic file is temporarily inaccessible, document users must obtain revision status and/or hard copies of current versions of directives from the CDM.

1.3.9 CDM shall remove invalid or obsolete documents promptly from JDMS.

1.4 Agency and JSC Directives Hierarchy

NPD 1400.1, *Documentation and Promulgation of Internal NASA Requirements*, provides the hierarchical relationship between directives and NASA internal requirement documents. In the event of conflict, the highest ranking directive as listed below takes precedence.

- a. NASA Policy Directives (NPDs)
- b. NASA Procedural Requirements (NPRs)
- c. JSC Policy Directives (JPDs)
- d. JSC Procedural Requirements (JPRs)
- e. JSC Work Instruction (JWIs)

In the event that a conflict among policy, procedural requirements, and work instructions as outlined above, is identified, the OPR/Organizational Directives Coordinator (ODC) of the organization that discovered the conflict shall document it and contact the CDM to initiate resolution.



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1.5 Types of JSC Directives

a. JSC Policy Directives

JPDs describe the responsibilities and authorities that are required of JSC Management in order to achieve the Agency's vision, goals, objectives, and ultimately, JSC's mission. JPDs must be authorized by either an NPD, NPR, external regulation, accreditation standard (e.g., ISO 9001, AS9100, OSHA Voluntary Protection Program), or local policy. JPDs are signed only by the Center Director or designee.

b. JSC Procedural Requirements

JPRs establish JSC-specific procedural requirements and responsibilities to implement related NPDs, NPRs, or JPDs. JPRs define applicable requirements and may also prescribe procedures to the level required by the responsible organization (OPR) to maintain process consistency across the implementing organizations. JPRs are signed only by the Center Director, designee, or delegated Director of the OPR.

c. JSC Work Instructions

JWIs are JSC-specific detailed procedures that describe how to implement the requirements or specific element of a JPR, or are necessary to demonstrate compliance with an NPR and/or JPR. JWIs may define requirements that compliment the NPR or JPR. JWIs prescribe detailed procedures to the level required to ensure consistent implementation of a process or part of a process by all organizations who perform the activity at JSC. JWIs are signed only by the Director of the Office of Primary Responsibility.

d. JSC Policy Charters

JSC Policy Charters (JPCs) are charters for forums that are mandated by statute, the NASA Administrator, or the Center Director. JPCs are signed only by the Center Director or designee.

e. JSC Announcements

JSC Announcements (JSCAs) are official management issuances used primarily for rapid dissemination of temporary, one-time information. JSCAs automatically expire 1 year after publication unless designated to remain "valid until rescinded." JSCAs shall not revise directives; however, they may give advance notice of changes to a directive that is in progress. JSCAs are signed only by the Center Director, designee, or Director of the Office of Primary Responsibility. A written delegation shall be submitted to the JSCA Coordinator if an Organizational Director or Program Manager chooses to delegate this authority for specific subject areas. No further delegations are authorized.

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Chapter 2 Responsibilities

2.1 JSC Center Director

JSC Center Director or designee shall:

2.1.1 Ensure compliance with NASA directives and ensure Center directives do not supersede, duplicate, or conflict with material provided by Agency-level directives.

2.1.2 Designate an organization to manage the directives process and procedures.

2.1.3 Be the signature authority for all JPDs, JPCs and for those JPRs that are not delegated to the Organizational Directors.

2.2 Director, Information Resources Directorate

The Director, Information Resources Directorate (IRD), is responsible for the management and maintenance of the JSC Directives System and shall:

2.2.1 Establish and enforce the policies and procedures in JPD 1410.1 and this JPR.

2.2.2 Assign a CDM and a JSCA Coordinator who shall implement, coordinate, and facilitate the day-to-day activities of the JSC Directives System.

2.2.3 In the event of unresolved issues, IRD will provide the case file documentation needed to support the Management Integration Office (MIO).

2.3 Center Directives Manager

The CDM is the point of contact at JSC for matters pertaining to all Agency-level and JSC directives. The CDM is responsible for supporting the Agency-level Directives Manager and the JSC Center Director with directives activities and issues at the Center.

2.3.1 CDM Responsibilities

- a. Assure that directives are processed in accordance with the prescribed requirements in this JPR.
- b. Manage the JDMS electronic repository of Center directives.
- c. Maintain a list of directives containing activities and history.
- d. Train and assist ODCs in the performance of their duties.
- e. Maintain case files for all directives in accordance with [NPR 1441.1, NASA Records Retention Schedules](#).

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- f. Coordinate the official Center review of Agency directives.
- g. Submit Center's official comments to Agency Institutional Program Office (IPO) on or before IPO's suspense date.
- h. Recommend corrective actions and improvements to the JSC Directives process.

2.4 Office of Primary Responsibility

2.4.1 In accordance with the requirements of this JPR, the Director of the OPR shall:

- a. Determine the need for and develop new JSC directives pertaining to your organization's functional responsibilities.
- b. Revise or cancel existing directives as needed.
- c. Oversee the implementation of approved directives and requirements across JSC.
- d. Assign an individual(s) and alternate in your organization to perform the duties of an ODC. *See Appendix A for definitions.*
- e. Ensure that proposed new and changed NASA and JSC directives are reviewed and properly coordinated with affected Center organizations and/or programs.
- f. Sign delegated JPRs, JSCAs, and JWIs

2.5 Organizational Directives Coordinators

The ODCs shall coordinate and manage the day-to-day activities within their organization related to JSC and Agency-level directives.

2.6 Management Integration Office

2.6.1 The MIO shall:

- a. Assist the CDM in designation of the OPRs for NPDs and NPRs.
- b. Assist the CDM and OPR in determining the affected organization(s) for Agency-level and Center directives.
- c. Review and concur on the final directives package to ensure consistency with the management system.
- d. Resolve issues utilizing the JSC Directives Resolution Process (see 4.16).

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e. Conduct audits for compliance with this JPR.

2.7 Office of the Chief Counsel

The JSC Chief Counsel reviews and concurs on all final directives package for legal propriety.

2.8 Human Resources Office

The Labor and Employee Relations Officer for the Human Resources Office coordinates the review of proposed Center-level directives with the local office of Federal labor organizations, as applicable.

2.9 Program Offices and WSTF

The Space Shuttle Program Office, the International Space Station Program Office, the Commercial Crew & Cargo Program Office, the Constellation Program Office, and WSTF shall be given the opportunity to review and comment on all Agency-level and Center Directives.

When these offices are designated as an affected organization, concurrence will be required on the final directives package.

2.10 Executive Correspondence Control Officer

The Executive Correspondence Control Officer (ECCO) is responsible for the final quality review of directives prior to approval and signature by the Center Director or designee for conformance with [JPR 1450.10](#), *JSC Supplement to NPR 1450.10, NASA Correspondence Management and Communications Standards and Style*.

2.11 JSC Records Manager

The JSC Records Manager is responsible for assisting with the CDM on decisions affecting the numbering of NASA directives in accordance with [NPR 1441.1](#), *NASA Records Retention Schedules*.

Chapter 3 Content and Structure of JSC Directives

3.1 General

3.1.1 JSC directives shall contain the requirements necessary to provide consistent direction. Directives may include descriptive information that supports the understanding of requirements.

3.1.2 If there is guidance that has to be included with a directive, the OPR shall document the guidance in an appendix and clearly label the appendix as guidance.

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Note: Guidance is considered to be a statement of expectation that does not mandate compliance.

3.2 Requirement Statements in JSC Directives

OPRs shall apply the following criteria when writing requirement statements in a directive:

3.2.1 Designate at least one official (by position title) or organization as responsible and accountable for completion of the requirement.

3.2.2. Verify the accuracy of all position and office titles cited.

3.2.3 Identify requirements statements by using the word “shall” to denote mandatory compliance. Identify what action must be accomplished or what product must be provided to demonstrate compliance with the requirement.

3.2.4 JSC directives may supplement, clarify, or make more stringent requirements contained in NPDs, NPRs or JPDs. Cross-referencing may be used to cite source requirements.

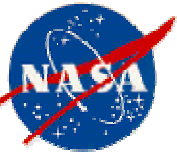
3.2.5 Avoid including technical requirements in JSC directives. Technical requirements may be included in Technical Standards, which may then be cited in a directive. Technical requirements, typically contained within system or equipment specifications, are those requirements that discuss the design, performance, operational parameters, and constraints of equipment and systems.

3.2.6 Indicate where the reader may obtain an applicable document or a reference document, if it is not readily available through JDMS, the NASA directives system, Scientific and Technical Information Center (STIC) or the NASA Technical Standards System (e.g., hyperlinks, footnotes).

3.2.7 Separately state each individual requirement statement (i.e., one “shall” statement per paragraph).

3.2.8 This notice shall appear on the first page: “Compliance is mandatory.”

3.2.9 This notice shall appear in the footer of the document: “Verify correct version before use at <http://server-mpo.arc.nasa.gov/Services/CDMSDocs/Centers/JSC/Home.tml>”



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3.3 Responsibility Statements in JSC Directives

3.3.1 The OPR designation identifies the organization responsible for developing and maintaining the directive.

3.3.2 The OPR shall use official position titles and office titles identified in [JPR 1107.1](#), *The JSC Organization*, for consistency when assigning or documenting responsibilities in JSC directives, as applicable.

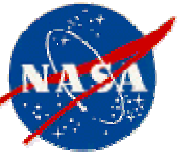
3.4 Document Citations in JSC Directives

3.4.1 Three types of documents are cited in JSC directives: Authority documents (also called “Authorities”), Applicable Documents, and References. Their purpose is as follows:

- a. The Authority document list cites the higher level document(s) that authorize establishing the policy or requirements contained in the directive.
- b. The Applicable document list consists of all documents that are either referenced in the body of the document or contain provisions or other pertinent requirements directly related to and necessary for the performance of the activities specified by the directive.
- c. The Reference document list consists of documents that are considered by the OPR to be useful as background information for the reader to help in understanding the subject matter, but do not constitute requirements of the directive. In JPDs, reference document lists are contained in an Attachment. In JPRs, reference document lists are contained in an Appendix.

3.4.2 Within each list (Authority Documents, Applicable Documents, and References), the OPR shall apply the following requirements:

- a. List documents in the following order: United States Code, Public Law, Executive Order, Code of Federal Regulations, Federal Register, OMB Circular, NPD, NPR, JPD, JPR, NASA Standard, non-NASA Government standard, and other documents.
- b. List documents in numerical order or alphabetical order by title if documents are not numbered.
- c. When citing NASA directives as Authority Documents, Applicable Documents, Reference Documents, and within JSC directives, exclude the revision-level designation from the citation.
- d. Include the following statement at the top of each citation list: “All document citations are assumed to be the latest version unless otherwise noted.”
- e. Ensure that only approved documents are cited in the directive.



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3.5 Administrative Elements of JSC Directives

3.5.1 JSC Directives Numbering Scheme

Subject categories found in [NPR 1441.1](#), *NASA Records Retention Schedules*, shall be used to number JSC directives.

3.5.2 Effective and Expiration Dates for JSC Directives

- a. A JSC directive takes effect on the date that the approved document is uploaded into JDMS.
- b. JPDs, JPRs, JWIs, and JPCs shall expire 5 years after the effective date.
- c. The CDM shall automatically remove directives from JDMS upon expiration, unless a formal review of that directive has been submitted.

3.6 Writing Style

3.6.1 OPRs shall adhere to each of the following rules:

- a. Use [JPR 1450.10](#), *JSC Supplement to [NPR 1450.10](#) NASA Correspondence Management and Communications Standards and Style*, to supplement the style requirements found in this JPR.
- b. Exclude caveat phrases (e.g., as applicable, as appropriate, whenever possible, etc.) within requirements statements.
- c. Use the correct phrasing to denote requirements. “Shall” indicates that an action is mandatory. Anything other than “shall” confers discretionary privilege or permission.

3.7 Content and Structure of JPDs

3.7.1 JPDs document Center policy statements, assignment of responsibilities for policy implementation, delegations of authority, and approach for measurement of compliance with the JPD.

3.7.2 The Approving Authority signs and approves a directive. For JPDs the Approving Authority is the Center Director.

3.7.3 JPDs are usually four pages or less.

3.7.4 JPDs shall not document procedural information.

3.7.5 OPRs shall ensure that JPDs contain the following elements:

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a. Masthead will contain: Directive Number, Effective Date, Expiration Date, OPR, and Subject (Title). The template contained in JSC [Form 2420A](#) is mandatory.

b. Eight required paragraph, as numbered below. Any subparagraphs must be numbered.

1. Policy: Clearly state the policy that is required of center personnel to implement to fulfill the Center's goals, objectives, and mission.
2. Applicability: State which organization this policy applies to and include the following statement: "This JPD is applicable to the following affected organizations: *list the affected organizations here.*"
3. Authority: List and identify, by number and title, NASA directives or other higher-level documents (i.e., Public law) that authorize the directive or mandate the need for the JPD.
4. Applicable Documents: The Applicable document list consists of all documents that are either referenced in the body of the document or contain provisions or other pertinent requirements directly related to and necessary for the performance of the activities specified by the directive..
5. Responsibility: State which organization(s) or official position(s) are responsible for implementing the policy stated in the JPD.
6. Delegation of Authority: Paragraph reserved for direct delegation from the Center Director to a specific position.
7. Measurement Verification: Explanation of how compliance to the JPD will be measured.
8. Cancellation/Rescission (if applicable): List and identify, by number and title, (1) the previous version of the document as canceled, and (2) other documents that are canceled because they were incorporated into or replaced by the directive or revision.

c. Signature Block: Authorizing Official Signature.

Note: If JPD is a revalidation, the signature should reflect the current Center Director.

d. Distribution: Include this statement "All documents are available in JDMS."

e. Attachments (if any).

f. If there is a need to include definitions or other material such as details regarding measurement/verification to support the JPD, document the supporting material as an attachment.

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Note: JPDs may have up to two attachments; attachments may be text and/or graphics.

g. Designate the attachment that documents definitions as Attachment 1 and list the definitions in alphabetical order. Provide only definitions for terms used in the JPD and only if the definitions are uniquely different than used in dictionaries or other standard usage.

3.8 Content and Structure of JPRs

3.8.1 JPRs are authorized by an NPD, an NPR, and/or a JPD. JPRs provide Centerwide detailed procedural requirements for implementing JSC policy.

3.8.2 Signature authority for JPRs is delegated to Directorate-level Center Management for all JPRs owned by their organization unless delegation is made in a governing NPD, NPR, or JPD to a specific position. No further delegations are authorized.

3.8.3 If a NASA directive can be adopted as written with only minor additions, a Supplemental JPR may be developed. Supplemental JPRs are a replication of the NASA directive with additional JSC specific instruction called out or highlighted within the document. Since the majority of a supplement is still a NASA directive, some deviation from the JPR template, [JSC Form 2420B](#), may be necessary.

Note: See JPR 1450.10, JSC Supplement to NPR 1450.10, NASA Correspondence Management and Communications Standards and Style, as an example of a Supplemental JPR format.

3.8.4 If a NASA directive cannot be adopted as written or more extensive changes are necessary, then develop a JSC specific directive using the template contained in [JSC Form 2420B](#). New or revised JPRs shall contain the following elements:

- a. Cover that includes the masthead with the Directive Number, Effective Date, Expiration Date, OPR, and Subject (Title).
- b. Table of contents (TOC)

Note: Bookmark or use the TOC functionality in MS Word for ease in navigating the document

- c. Preface consisting of six required paragraphs

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P1. Purpose: Describe the rationale for establishing the JPR and what will be accomplished by implementing the JPR.

P2. Applicability: State which organization this policy applies to and include the following statement: "This JPR is applicable to the following affected organizations: *list the affected organizations here.*"

P3. Authority: List and identify, by number and title, by an NPD, an NPR, and/or a JPD that authorizes the directive or mandate the need for the JPR.

P4. Applicable Documents: The Applicable document list consists of all documents that are either referenced in the body of the document or contain provisions or other pertinent requirements directly related to and necessary for the performance of the activities specified by the directive.

P5. Measurement Verification: Explain how compliance to the JPR will be measured.

Note: This information may be presented as text within the paragraph, a verification matrix appendix to the JPR that includes details of data and reporting of data, such as formats and timelines, a citation to a separate JPR, or a citation of another requirements document.

P6. Cancellation/Rescission (if applicable): List and identify, by number and title, (1) the previous version of the document as canceled, and (2) other documents that are canceled because they were incorporated into or replaced by the directive or revision. JPRs shall not cancel JPDs or JPCs.

d. Signature Block

e. Distribution: Add statement "All Directives are available in JDMS"

f. Change Record or Document History Record: A table documenting, in general, changes to previous versions.

g. Chapters or body of the JPR.

h. Procedural requirements: Provide a detailed narrative defining the "who," "what," "when," and "how" of implementation. This section may be in the form of a narrative and/or a process flow diagram.

i. Records: Lists of records required to be retained which result from carrying out the directive.

j. Appendices (if any). Ensure Appendices do not contain requirements, only supporting information for the JPR.



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1. Document any definitions for words and phrases used in the JPR in the first appendix.
2. Document any acronyms used in the JPR in the second appendix.
3. If a verification matrix appendix is included within the JPR, include it in the third appendix.

Note: NPR 7120.5, NASA Program and Project Management Processes and Requirements, Table 4-1, and NASA-Standard 8719.13, Software Safety Standard, Appendix B, provide examples of a verification matrix appendix.

4. Organizational charters for forums necessary to implement the JPR that are not authorized by JPC may be included as an appendix.

3.9 Content and Structure of JWLs

3.9.1 JWLs are authorized by a JPR or NPR and provide Centerwide detailed procedures for implementing requirements. Some JWLs may include procedural requirements.

3.9.2 JWLs are signed by the Director of the Office of Primary Responsibility.

3.9.3 The template contained in [JSC Form 2420D](#) is mandatory. JWLs shall contain the following elements:

- a. Cover page that includes the masthead with the directive number, revision number, and the effective and expiration dates. The cover will also include the signature by the signatory authority and the name of the OPR.
- b. Concurrence page. This is optional for internal organizational concurrences and may be deleted if not needed.
- c. A change record page. For a new document the word "baseline" will be placed in the "Rev" column. For subsequent revisions, detailed descriptions of changes to the document and the affected page numbers will be listed in the "Description" column.
- d. Table of Contents (TOC). This is optional and may be deleted for short documents. It is recommended to include a TOC when the document is extensive.

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- e. Purpose: Describe the topic, the rationale for establishing the JWI, and what will be accomplished by implementing the JWI.
- f. Scope: Describe the scope and applicability of the JWI.
- g. Authority Documents: List by number and title the higher level document that authorizes establishing the JWI.
- h. Applicable Documents: List by number and title the documents and forms cited in the body of the JWI or that contain provisions or other pertinent requirements directly related to and necessary for the performance of the activities specified by the JWI.
- i. References: List any documents that the OPR considers to be useful as background information to help the reader in understanding the subject matter, but do not constitute requirements of the JWI.
- j. Definitions: Document any definitions for words and phrases used in the JWI.
- k. Safety Precautions and Warning Notes: Describe any special safety, health, or environmental precautions or requirements that apply to performing the activities contained in the JWI.
- l. Tools, Equipment, and Materials: Describe any special tools, equipment or materials required to perform activities contained in the JWI. Include any essential specifications or stock numbers, if applicable.
- m. Personnel Training and Certification: Identify any required training or certifications required to perform any activities contained in the JWI.
- n. Responsibilities: Identify the responsibilities for implementing the JWI by title or position description.
- o. Procedure: Provide a detailed narrative or tabular procedure defining the who, what, when and how of implementation.
- p. Records: List any records that the document requires to be developed or maintained. Identify the person responsible for maintaining the record.
- q. Appendix A - Flow Diagram: Provide a flow diagram of the procedure or process (optional).

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r. Appendix B: Include other applicable information in additional appendices (optional).

3.10 Content and Structure of JPCs

3.10.1 JPCs are charters for forums that are mandated by statute, the NASA Administrator, or the Center Director. The template contained in [JSC Form 2420C](#) is mandatory. JPCs shall contain the following sections:

- a. Purpose: State the reason for establishing the JPC.
- b. Applicability: State which organization(s) this forum applies to.
- c. Authority: State which document(s) implements the forum.
- d. Functions: State specifically what tasks the forum will perform.
- e. Membership Structure: State who chairs and level of authority within the Charter.
- f. Meetings: State when the forum will meet.
- g. Duration: State the duration of the forum (i.e., meet until the JPC is canceled or amended).
- h. Records: State what the required records are and who is responsible for maintaining them.
- i. Cancellation/Recession: List and identify, by number, title, and date, (1) the previous version of the document as canceled, and (2) other documents that are canceled because they were incorporated into or replaced by the Charter or revision.

3.11 Content and Structure of JSCAs

3.11.1 [JSCAs](#) shall contain the following information:

- a. Date: Day the announcement is posted on the JSCA web site.
- b. Number: JSCA Coordinator assigns number.
- c. Distribution: State "JSCA."
- d. Responsible Office: Use Directorate-level mail code.
- e. Approval signature: An Organizational Director/Deputy or a Program Manager/Deputy must sign all Announcements before they are submitted to the JSCA coordinator.

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f. Subject Code: JSCA Coordinator assigns subject code from the Agency Filing Scheme.

g. Body of Announcement: State the actual announcement here.

Chapter 4 Process and Requirements for Establishing New JSC Directives and Updating Existing Directives

4.1 Directives Tools

4.1.1 JDMS is accessible through the JSC Internal Homepage, under [Management Directives](#). JDMS provides online access to current versions of JSC directives. JDMS has two components. The Directives Library contains approved directives and the Directives Concurrence Process is used to review documents.

4.1.2 NODIS is NASA's primary tool for creating, revising, reviewing, approving, publishing, and canceling Agency-level directives. NODIS has two components. The [NODIS Library](#) contains approved directives and the [NODIS Document Management System](#) is used to review documents. Links to both components are available in JDMS.

4.2 Waivers from Directive Requirements

4.2.1 Waivers from Center-level Requirements

Only the Center Director or the OPR, who is responsible for the JSC directive, or delegated authority, may waive requirements contained in a JSC directive. However, requirements that flow down from Agency-level documents shall only be waived in accordance with 4.2.2.

4.2.1.1 The responsible OPR for the directive may delegate waiver approval authority to a lower level by documenting the delegation in the directive.

4.2.1.2 The waiver approval authority may approve a waiver only if it meets all of the following criteria:

- a. Is not prohibited by external requirements.
- b. Does not present an undue risk to public health, safety, the environment, Government property, or personnel.

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c. Is justified under the circumstances (see paragraph 4.2.7 for instructions on how to prepare a justification for waiver).

4.2.1.3 The waiver approval authority shall only approve waivers that are based upon specific requirements within the directive.

4.2.1.4 The waiver approval authority shall only approve waivers for a specific period or duration by date or milestone event.

4.2.1.5 The waiver approval authority shall notify all who have current waivers against a directive when the directive is reviewed, and request verification of continued validity.

4.2.1.6 JSC officials who request waivers shall document the following in the request for waiver:

a. Identification of the requirement (Directive and specific requirement(s)) for which the waiver is requested.

b. Scope (e.g., site, facility, operation, activity) and duration of the waiver request.

c. Justification for the waiver, including:

(1) Purpose/Rationale for requesting the waiver.

(2) Whether the application of the requirement in the particular circumstances described would conflict with another requirement.

(3) Whether application of the requirement in the particular circumstances would not achieve, or is not necessary to achieve, the underlying purpose of the requirement.

(4) Any other pertinent data or information related to the waiver request (e.g., cost or schedule considerations).

(5) Identification and justification of the acceptance of any additional risk that will be incurred if the waiver is granted.

d. Requests for waivers to environment, safety, health, and security requirements shall also address the following:

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(1) A description of any special circumstances that warrant granting of the waiver, including whether;

(a) application of the requirement in the particular circumstances would not be justified by any safety and health reason;

(b) the waiver would result in a health and safety improvement that compensates for any detriment that would result from granting the waiver; or

(c) there exists any other material circumstance not considered when the requirement was adopted for which it is in the public interest to grant a waiver.

(2) A description of any alternative or mitigating action that will be taken to ensure adequate safety and health and protection of the public, the workers, and the environment for the period the waiver will be effective.

4.2.1.7 Waiver approval authorities shall forward an electronic version of the approved waiver to the CDM within 5 working days of approval. Copies will be accessible within JDMS.

4.2.2 Waivers from Agency-level Requirements

4.2.2.1 Only the Administrator or the Officials-In-Charge of a Headquarters Office, who is responsible for an Agency-level directive, or delegated authority, may waive requirements contained in Agency-level directives.

4.2.2.2 Unless waiver procedures are cited in an applicable Agency-level directive, follow the procedures in [NPR 1400.1](#), *NASA Directives System Procedural Requirements*, Section 4.2.

4.2.2.3 Headquarters approved waivers are posted in NODIS.

4.3 Establishing a New JSC Directive

In establishing a new JSC directive, the actionee listed below shall:

Actionee	Paragraph	Description
OPR	4.3.1	Use the appropriate JSC Form 2420 to create the new document.
OPR	4.3.2	Forward the electronic draft via e-mail to the CDM to request a directive number and confirm affected organization assignment.
CDM	4.3.3	Assign the document a new number and forward draft of new document to MIO for confirmation of

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		affected organizations.
MIO	4.3.4	Provide determination of affected organizations to CDM.
CDM	4.3.5	Return draft document with new directives number and affected organization assignments to the OPR.
OPR	4.3.6	Proceed to 4.7.

4.4 Revise an Existing JSC Directive

An existing directive may be revised as a result of expiration, mid-term OPR review or anyone requesting a change. In revising an existing JSC directive, the actionee listed below shall:

Actionee	Paragraph	Description
Anyone	4.4.1	Request an OPR to revise an existing directive by submitting a JSC Form 1209 to the OPR.
OPR	4.4.2	Review JSC Form 1209 requests and respond to the initiator. <i>Note: OPRs may approve request and proceed with revision, approve request but opt to include change in next scheduled revision, or disapprove request with justification provided back to the initiator. If there is an impasse, proceed to 4.15.</i>
OPR	4.4.3	Initiate mid-term review of documents for which you hold process ownership. (See 1.3)
OPR	4.4.4	Request the controlled electronic copy of the current document from the CDM.
OPR	4.4.5	If the controlled electronic copy is not compliant with the format prescribed within this JPR, use the appropriate JSC Form 2420 to create the revised document. <i>Proceed to 4.7.</i> <i>Note: If the change to the directive only impacts limited, discrete portions (paragraphs/pages) of the directive, the OPR may elect to only submit the paragraph/page changes for formal review and approval, as opposed to the entire document. However, if</i>

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	<i>the CDM believes the changes are too extensive for a paragraph/page review or the document is within 1 year of expiration, the CDM may require a review of the entire document.</i>
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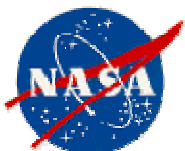
4.5 Revalidation

If a directive is due to expire, but the directive is current, necessary, and requires no changes, or only minor administrative changes (e.g., updates to document citations, office or position titles, or references to other established policy or externally mandated instruction that may not be altered or edited), the OPR may request to revalidate the directive. If the directive is a revalidation, the signature must reflect the current official with signature authority. In revalidating an existing JSC directive, the actionee listed below shall:

CDM	4.5.1	Submit a JSC Form 1209 90-days in advance of expiration to the appropriate OPR for all directives.
OPR	4.5.2	Submit a JSC Form 1209 to the CDM with an electronic version of the directive showing any changes.
CDM	4.5.3	Provide e-mail notification of the intent to revalidate the directive to all ODCs requesting a response only if there is an objection.
ODC	4.5.4	Notify the CDM within 5 days if there is an objection.
CDM	4.5.5	Revalidate the directive and extend the expiration date if there are no objections. <i>Note: If the document is signed by the current Center Director or designee, this process ends here. If signature is not current, proceed to 4.11.</i>
CDM	4.5.6	If there are objections, determine whether objections are valid and either approve the revalidation or request that the document be submitted for formal review and approval.

4.6 Administrative Changes

If the OPR needs to make administrative changes (e.g., correcting typographical errors, urls, updating office titles) during the life cycle of the directive, the OPR shall submit a JSC Form 1209 to the CDM. Only the review and concurrence of the CDM is needed to make administrative changes. *Process ends here.*



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Note: If the CDM believes that the proposed administrative corrections change the directive's requirements, the CDM may require a formal review of the changes/corrections.

4.7 Pre-Review Process (Optional but Recommended)

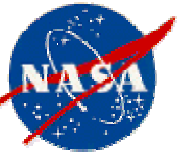
The pre-review process provides an opportunity for review and comment prior to the formal JDMS review. This facilitates resolution of substantive issues for timely completion of JSC directives. If a pre-review is conducted, the OPR shall:

Actionee	Paragraph	Description
OPR	4.7.1	Determine the methodology for conducting the pre-review and involving affected organizations.
OPR	4.7.2	Notify MIO for documents related to the Management System.
OPR	4.7.3	Consolidate and disposition comments. Provide feedback to reviewers in preparation for the official review of the directive. <i>Proceed to 4.8</i>

4.8 Official Review Process (Center-level Directives)

Standard review periods are 2 weeks for JPDs and 3 weeks for JPRs. More time may be allowed depending on the length and complexity of the document. OPRs are responsible for establishing review schedules. The Actionee listed below shall:

Actionee	Paragraph	Description
ODC	4.8.1	Release the draft directive using JDMS for an official review.
ODC	4.8.2	Notify affected organizations and required reviewers electronically.
OPR/ODC	4.8.3	Provide sufficient instructions to reviewers to ensure appropriate and timely reviews as dictated by the approved process.
OPR, Affected Organizations,	4.8.4	Review the draft and provide concurrence/comments in JDMS. Submit only



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and Required Reviewers		one set of consolidated comments from the directorate-level organization.
OPR	4.8.5	Provide feedback to reviewers indicating how their comments were dispositioned, including a rationale for not incorporating comments.
ODC	4.8.6	<p>Prepare and forward a final Signature Package to the CDM via an approved JSC Form 1209 that includes the following:</p> <ol style="list-style-type: none">1. Evidence of concurrence and the approval of the responsible OPR.2. The original of the proposed directive.3. A copy of the submitted comments, their disposition, and documentation of feedback provided to the reviewers.5. Any additional documents that convey executive direction and supporting material.6. One copy of each directive to be canceled or superseded by the proposed directive when it is approved. <i>Proceed to 4.10.</i> <p><i>NOTE: If the OPR is the signature authority on the document, they may sign the final document at this point but the document will be dated and issued by the CDM after the Concurrence Process.</i></p>

4.9 Official Review Process (Agency-level Directives)

Review schedules are assigned by the CDM. Review schedules are 5 working days for NPDs and 10 working days for NPRs. For Agency-level directives, the Actionee listed below shall:

Actionee	Paragraph	Description
CDM	4.9.1	Receive Agency-level reviews via NODIS.
CDM	4.9.2	Forward draft document to the MIO for approved OPR and affected organization assignments. <i>Note: CDM provides recommendations or</i>



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		<i>previous assignments, if applicable.</i>
MIO	4.9.3	Assign and/or approve OPR and affected organization assignments and notifies CDM.
CDM	4.9.4	Forward draft document and incoming action from NODIS to the OPR via JSC Form 1209 with the review schedule.
ODC	4.9.5	Release the draft directive using JDMS for an official review.
ODC	4.9.6	Notify affected organizations and required reviewers electronically.
OPR	4.9.7	Provide sufficient instructions to reviewers to ensure appropriate and timely reviews as dictated by the approved process.
OPR, Affected Organizations and Required Reviewers	4.9.8	Review the draft and provide concurrence/comments in JDMS. Submit only one set of consolidated comments from the directorate-level organization.
OPR	4.9.9	Provide feedback to reviewers indicating how their comments were dispositioned, including a rationale for not incorporating comments.
OPR	4.9.10	<p>Prepare and forward a final Signature Package via a JSC Form 1209 to the CDM that includes the following:</p> <ol style="list-style-type: none"> 1. Evidence of concurrence of the responsible OPR Director. 2. The original of the proposed document containing approved review comments. 3. A copy of all comments submitted and their disposition and documentation of feedback provided to reviewers. 5. Any additional documents that convey executive direction and supporting material. 6. One copy of draft directive that was reviewed. <p><i>Proceed to 4.10</i></p>

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4.10 Concurrence Process

During the final concurrence process, the actionee listed below shall:

Actionee	Paragraph	Description
CDM	4.10.1	Forward the final document via JATS to the Directors/Program Managers of all Affected Organizations and Required Reviewers for final concurrence.
Directors and Program Managers of Affected Organizations	4.10.2	Concur on the final document. Concurrence is assumed if no response is received by the suspense date.
Required Reviewers	4.10.3	Concur by the suspense date.
CDM	4.10.4	Review and concur on all directives. <i>Proceed to 4.11.</i> <i>Note: This concurrence demonstrates that the CDM has verified that the directive was prepared and processed in accordance with the applicable procedures.</i>

4.11 Approval Process Agency Comments and Center Director Signature

During the approval process, the actionee listed below shall:

Actionee	Paragraph	Description
CDM	4.11.1	Forward to ECCO those signature packages requiring Center Director or designee approval.
ECCO	4.11.2	Perform the final quality review and forward the signature package to the Center Director or designee for approval.
Center Director or Designee	4.11.3	Sign the signature package and return to ECCO.
ECCO	4.11.4	Date and forward the signature package to the CDM.

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CDM	4.11.5	Proceed to 4.12 or 4.13, as appropriate.
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4.12 Approval Process OPR Signature

CDM	4.11.6	For Directives approved and signed by the OPR Director, date and issue Directive immediately after the Concurrence Process. <i>Proceed to 4.13.</i>
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4.13 Release of Agency-level Review Document

For release of Agency-level review comments, the actionee shall:

Actionee	Paragraph	Description
CDM	4.13.1	Upload Center concurrence and comments into NODIS.
CDM	4.13.2	Update process measurements and metrics.
CDM	4.13.3	File case records and archive records in JDMS. <i>End of process.</i>

4.14 Release of Center Directives

For release of Center directives, the actionee shall:

Actionee	Paragraph	Description
CDM	4.14.1	Upload electronic document to JDMS and file electronic copy on organizational server.
CDM	4.14.2	Update process measurements and metrics.
CDM	4.14.3	Archive JDMS review records.
CDM	4.14.4	Notate previous hardcopy version "Obsolete" and file new hardcopy case file.
CDM	4.14.5	CDM notify OPR/ODC of release in JDMS. <i>End of Process</i>

4.15 Cancellation Process

During the cancellation process, the actionee listed below shall:



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Actionee	Paragraph	Description
OPR	4.15.1	Complete JSC Form 1209 requesting cancellation, obtain OPR Director's signature on form, and forward to CDM.
CDM	4.15.2	Obtain concurrence from Affected Organizations and Required Reviewers via JATS (see concurrence process above, paragraph 4.10).
CDM	4.15.3	Upon approval, cancel directive in JDMS, notate previous hardcopy version "Obsolete" and file hardcopy case file. <i>End of process.</i>

4.16 Resolution Process

If there is an impasse at any point in the directives process (4.3 through 4.15), the actionee listed below shall:

Actionee	Paragraph	Description
OPR	4.16.1	Provide the following to the CDM: <ol style="list-style-type: none"> Supporting documentation of the OPRs attempt to resolve the impasse and the outcome of those attempts, The reason(s) the impasse remains unresolved, and The recommendation of the OPR.
CDM	4.16.2	Provide all information and supporting documents to the MIO for resolution.
MIO	4.16.3	Arbitrate a resolution between the organizations involved in the impasse and provide resolution to the CDM.
CDM	4.16.4	Inform all organizations involved in the impasse of the resolution and document resolution in the directive case file. <i>End of process.</i>

4.17 Establishing a New JSCA

For establishing a new JSCA, the actionee listed below shall:

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Actionee	Paragraph	Description
OPR	4.17.1	Download the latest version of JSC Form 1328B from the JSC Forms homepage rather than using cached versions.
OPR	4.17.2	Submit electronic versions of the JSCA to the JSC Announcement Mailbox only
OPR	4.17.3	Submit original signed announcements to the JSCA Coordinator.
JSCA Coordinator	4.17.4	Distribute JSCAs via the Announcements link on the JSC Homepage.
JSCA Coordinator	4.17.5	File the original signed document. <i>End of Process.</i>

4.18 Records

- Directives Case Files as defined in Appendix A; maintained by CDM
- Documentation of mid term review; maintained by OPR.
- JSCAs official file copy; maintained by JSCA Coordinator.

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Appendix A Definitions

- a. **Administrative changes:** Minor changes to a directive that do not affect the content (e.g., correction of typographic errors, urls, organization names) and thus do not require revision of the directive.
- b. **Affected Organization:** Any organization impacted by the document being issued, revised, or posted on a Web page. Affected Organizations include customers and/or regulatory authorities in accordance with contract or regulatory requirements.
- c. **Agency-level Directives:** In this JPR, the term “Agency-level directives” refers to directives with Agency-wide applicability (i.e., NASA Policy Directives (NPDs), NASA Procedural Requirements (NPRs), and NASA Interim Directives (NIDs).
- d. **Applicable Documents:** The Applicable document list consists of all documents that are either referenced in the body of the document or contain provisions or other pertinent requirements directly related to and necessary for the performance of the activities specified by the directive.
- e. **Case Files:** Records and background material pertaining to each published directive including original signed documents; evidence of all concurrences and the approval; all comments submitted during reviews, their disposition, and documentation of feedback provided to reviewers; documentation of any disputes and resolutions; one copy of each directive to be canceled by the proposed directive when it is approved; one copy of a draft directive that was reviewed; and any additional documents that convey executive direction and supporting material.
- f. **Controlled Version:** The only controlled versions of documents are the electronic files available or linked through JDMS and the signed originals of the documents. Copies downloaded or printed are regarded as uncontrolled. Printed copies may be used when verified that they are the most current versions.
- g. **Correct Version:** The verifiable version available full-text from JDMS.
- h. **Data:** Information based on observation, measurement, tests, or other fact-collecting methods. May be stored in any medium (e.g., magnetic tapes, computer disks, data sheets, log books, strip charts, photographs, and videos).

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- i. **Document Change:** Addition to, deletion from, or modification of document content.
- j. **Document Identifier:** A document number or other unique identifier assigned to a Directive or other documents.
- k. **Forums:** Councils, committees, working groups and/or task teams mandated by statute, the NASA Administrator, or the Center Director
- l. **Mid-term Review:** A documented review of a directive conducted no later than 3 years after the effective date to ensure currency, applicability, and accuracy.
- m. **Organizational Directives Coordinator:** Responsible for coordinating and managing the day-to-day activities within their organization related to JSC and Agency-level directives.
- n. **Office of Primary Responsibility (OPR):** Directorate-level Organization with functional responsibility for defining and implementing the policy requirements and procedures contained within a Directive.
- o. **Order of Precedence:** The priority, hierarchy, or relationships (if any) of multiple requirements or documents.
- p. **Page Change:** A change to the directive that only impacts limited, discrete portions (paragraphs/pages) of the directive.
- q. **Process Owner:** As used in this procedure, the lowest level function that has direct or primary responsibility for the process described in the document being issued or changed.
- r. **Revalidate:** Verification of the need for the directive and compliance with the authorizing documents that occurs prior to expiration.
- s. **Required Reviewers:** MIO and Office of the Chief Counsel are required to review and concur on final packages for all directives.
- t. **Revision:** Modification to an existing directive to reflect changes in policy, process, or procedural requirements.
- u. **Uncontrolled Copies:** Copies printed from the Electronic Document Repository. These must bear the notice, "Verify that this is the correct version before use."

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Appendix B Acronyms

CFR	Code of Federal Regulations
CDM	Center Directives Manager
DCP	Directives Concurrence Process
DL	Directives Library
ECCO	Executive Correspondence Control Office
DMS	Document Management System at Headquarters
FRC	Federal Records Center
IPO	Institutional Program Office at Headquarters
IRD	Information Resources Directorate
ISO	International Standards Organization
JATS	JSC Action Tracking System
JDMS	JSC Directives Management System
JPC	JSC Policy Charter
JPD	JSC Policy Directive
JPR	JSC Procedural Requirements
JSC	Johnson Space Center
JSCA	JSC Announcement
JWI	JSC Work Instruction
MIO	Management Integration Office
MS	Microsoft
NASA	National Aeronautics and Space Administration
NID	NASA Interim Directive
NODIS	NASA Online Information Directives System
NPD	NASA Policy Directive
NPR	NASA Policy Requirement
ODC	Organizational Directives Coordinator
OMB	Office of Management and Budget
OPR	Office of Primary Responsibility
QSP	Quality System Panel
SATERN	System for Administration, Training, and Educational Resources for NASA
STIC	Scientific and Technical Information Center
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URL	Uniform Resource Locator
WSTF	White Sands Test Facility